



This meeting will be live-streamed via the Town's website

Town of Longboat Key Town Commission

Town Hall, 501 Bay Isles Road

Longboat Key, FL 34228

www.longboatkey.org

George Spoll, Mayor; Ed Zunz, Vice Mayor; Randy Clair, District 1;
Ken Schneier, District 3; Jack Daly, District 4; Mike Haycock, At-Large;

Irwin Pastor, At-Large

AGENDA
REGULAR WORKSHOP MEETING
November 12, 2019 – 1:00 PM

Pledge of Public Conduct

- We may disagree, but we will be respectful of one another.
- We will direct all comments to issues.
- We will avoid personal attacks.
- Audience members wishing to speak must be recognized by the Chair.
- Speaking without being recognized will be considered as "Out of Order".

Call to Order and Pledge of Allegiance

Public to be Heard

1. **Opportunity for Public to Address Town Commission**

At each meeting the Town Commission sets aside a time for the public to address issues that are not on the agenda.

Committee Reports

2. Manatee County Special Liaison Report
3. Sarasota County Special Liaison Report
4. Other Reports

Discussion Items

5. **Update on Town Commission Strategic Planning Process and Top Priorities**

During the Town Commission's April 26, 2019, "Strategic Planning Retreat", the Town Manager discussed the development of a Strategic Planning Process to be used each year to review the Town's Vision, Mission, Goals, and Priorities. At the Retreat the Commission reaffirmed the existing Vision and Mission Statement, reviewed 38 of the Town's active initiatives, and prioritized the top 7. Staff will present an update on both the strategic planning process and the top 7 priorities. The top 7 priorities include:

1. Undergrounding
2. Outdoor Venue
3. Barrier Island Traffic Study
4. Beach Management Plan
5. North end Groins Project
6. Beaches Financial Model
7. Sea Level Rise- Phase 2

Recommended Action: None, informational only.

6. **Utilities Undergrounding Update**

At each Regular Workshop Meeting the Town Manager and staff provide an update on various components of the Utility Undergrounding Project. Recommended Action: None, informational only.

Town Commission Comments

Town Attorney Comments

Town Manager Comments

Adjournment

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Fla. Stat.).

In accordance with the Americans with Disabilities Act and Section 286.26, F.S., persons needing a special accommodation to participate in this proceeding should contact the Town Clerk's office at 941-316-1999 forty-eight (48) hours in advance of this proceeding. If you are hearing impaired, please call 941-316-8719.

November 12, 2019
Regular Workshop Meeting

Agenda Item #1

**No material provided for this
agenda item**

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Agenda Item #2

**No material provided for this
agenda item**

**November 12, 2019
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Agenda Item #3

**No material provided for this
agenda item**

**November 12, 2019
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Agenda Item #4

**No material provided for this
agenda item**

M E M O R A N D U M

To: Town Commission

From: Tom Harmer, Town Manager

Report Date: November 6, 2019

Meeting Date: November 12, 2019

Subject: Update on Town Commission Strategic Planning Process and Top Priorities

Recommended Action

None, informational only.

Background

During the Town Commission's April 26, 2019, "Strategic Planning Retreat", the Town Manager discussed the development of a Strategic Planning Process to be used each year to review the Town's Vision, Mission, Goals, and Priorities. At the Retreat the Commission reaffirmed the existing Vision and Mission Statement and reviewed 38 of the Town's active initiatives. The Town Commission then reached consensus on their top 7 priorities of those 38 for the next fiscal year.

This item is placed on the Town Commission's November 12, 2019 Regular Workshop Meeting for an update on the strategic planning process as well as a status report on the top 7 priorities.

The Strategic Planning Process is in draft form and still needs further internal staff work. We will review with the Commission the overall process and status of our planning efforts. The process builds in regular updates to the Commission on the priorities. Next steps on developing the plan include finalizing an employee values statement and then incorporating performance measures to each goal.

Initiatives are generally shorter term action items that may occur over a 1-3 year period. Based on the original 38 initiatives discussed with the Commission we have identified 5 broad goals. A copy of the draft goals and related initiatives are attached.

At your November 4, 2019 Regular Meeting, the 2020 Town Commission calendar was adopted including a Town Commission Strategic Planning Retreat on April 24, 2020. The Retreat will occur after the Citizen Survey results, and the Goals & Objectives Special Workshop Meeting. These two should provide public opinions regarding the current and future Town initiatives. During the April 24, 2020 Strategic Planning Retreat we would again reaffirm the Vision and Mission Statements and review and re-prioritize the list of initiatives. I would include an agenda item to discuss some of the longer-term strategies as well. This input and direction from the Commission will help the staff ensure our budget work plan is aligned and considered as we prepare for the May 18, 2020 Budget Workshop Meeting.

A current update to each of the priority initiatives has been provided by the project manager and is attached. Staff will be at the November 12, 2019 Regular Meeting to update and answer questions from the Commission on each of the following 7 priorities.

The Town Commission's established Top 7 Priorities are:

- Initiate and manage construction of Undergrounding Project
- Permit and construct initial Outdoor Venue- Town Center
- Advocate for BITS Implementation
- Update Beach Management Plan
- Permit and construction of groins project- North End
- Update Beaches Financial Model and develop funding strategies
- Sea Level Rise- fund and initiate Phase 2

Recommended Action

None, informational only.

Attachments

- A. Draft Strategic Planning (Available in Town Clerk's office)
- B. Draft Goals and Initiatives (Available in Town Clerk's office)
- C. November 2019 Top 7 Priorities Update (Available in Town Clerk's office)

End of Agenda Item

M E M O R A N D U M

TO: Tom Harmer, Town Manager
FROM: Isaac Brownman, Public Works Director
REPORT DATE: November 6, 2019
MEETING DATE: November 12, 2019
SUBJECT: Utilities Undergrounding Project Update

Recommended Action

None, informational only.

Background

At each Regular Workshop Meeting, Public Works staff provides a status report to the Commission regarding the Utilities Undergrounding and Fiber Project. When necessary, staff will seek Commission policy direction or concurrence regarding elements of the project.

Undergrounding Project – Funding

The Town Commission formally adopted the FY20 Budget, including Undergrounding components, at the September 23, 2019 Special Meeting. No additional information this month.

Undergrounding Project – Design-Build RFP

Wilco has been issued work assignments for Phase One and Two for FPL work in the GMD corridor. All conduits have been placed along GMD right of way in Phase One and transformer splice boxes, and concrete pads are all in place. Work continues in pulling feeder and primary voltage conductors and subsequent placement of switch gear and transformers.

Phase Two work continues in placement of conduits in the GMD corridor from Longboat Pass Bridge working towards the southern terminus of the phase at Dream Island Road. We are moving forward with FPL consensus for design changes that allows installation of feeder and primary conduits in the western side of GMD, where practical, to lessen impacts to adjacent utilities and the multi-purpose pathway.

Handling/staging of FPL Materials for Phase One and Two continues for the electrical undergrounding construction. The delivery of conductor wires along with Vista switches, capacitor banks, and transformers is in progress for Phase One.

Comcast has completed their re-design on all of the five phases. The Town is in receipt of final design plans for construction, cost proposals, break out of material and labor unit costs along with FDOT permitted plans for Phases One and Two. The Town is directing Wilco to perform all Comcast conduit installation work. Although there is a higher cost for Wilco to install, the combined Frontier and Comcast work is projected to be a net savings to the Town's adopted budget. In addition, the Town and Wilco will be able to better control the work schedule, realize construction efficiencies, and provide the least impact to the Neighborhood residential portion of the projects and overall associated risk. The Town and Comcast are finalizing performance of all other Comcast related work.

P3 Overview

The Town issued Requests for Proposal ("RFP") for Public-Private Partnerships ("P3") to deploy a connected Smart Street Light system (RFP 18-067) and Fiber-to-the-Premise services (RFP 18-068) leveraging Town infrastructure to be installed as part of the

Undergrounding Project. Proposals were received July 23, 2018 and Notice of Recommended Award were issued on October 11, 2018 allowing Waterleaf International, LLC, and Pinpoint Holdings, LLC, respectively to enter into negotiations with the Town. Both proposers included Smart City Capital (“SCC”) as the funding entity of their teams and negotiations began in November of 2018.

March 1, 2019, the Town entered into an interim design agreement with Waterleaf International, LLC to design the fiber-optic backbone and distribution network as well as smart street lighting, a key element to provide a base for modeling financial commitment of the P3 partners. The Town Commission approved physical street light dimensions and features in June and September 2019, respectively.

Negotiations ensued with all three entities throughout 2019 in an attempt to arrive at mutually agreeable terms, a viable P3 business model based on Town and partner capital contributions, and design deliverables to build accurate estimates for the business model.

After months of negotiations, the Town has not been able to arrive at an agreement that can be brought forward with confidence to the Town Commission for either Fiber-to-the-Home or Smart Street Lighting partnerships. Based on the current status the Town is terminating the negotiations and cancelling the active RFP’s. The Town’s P3 advisor, Magellan Advisors, has been involved in the original solicitation from the beginning and is in agreement with this summary and decision as well. Additional information regarding decision for each of the two solicitations is listed below.

Fiber-To-The-Home (“FTTH”)

At this time, the Town and Pinpoint Holdings, LLC have mutually agreed not to pursue a fiber-to-the home (“FTTH”) partnership agreement based on the following information:

Pinpoint has reviewed the Longboat Key market and available, existing services against a proposed master business model, which includes projected Capital and Operating Expenses of the system, as designed and proposed by Waterleaf International, LLC (including the Town financial contribution), and have advised that it does not appear to be a viable, sustainable solution for their business model.

In addition, the fiber network development is still in progress and Pinpoint has indicated that they would be in a better position to evaluate future opportunities when the fiber backbone is in place. As such, the Town and Pinpoint have elected not to move forward at this time.

Smart Street Lighting (“SSL”)

At this time, the Town is no longer pursuing an agreement with Waterleaf International, LLC on a Smart Street Light P3 solution. Contributing factors to this decision include:

The time expended to date and the time necessary to finalize an operable agreement: The project has changed significantly since the outset of negotiations in November 2018. While some of these changes may make the project more realistic, it has taken a significant amount of time to get to this point and the Town is no closer to a final agreement. Changes were made to the Waterleaf funding team, which required the development of a brand new business model for Smart Street Lighting. The new proposal was developed October 2019.

The new business model is a brokerage agreement with a 20-year street light maintenance component. The brokerage deal is generally for Waterleaf to manage lease agreements of predominantly Town-funded vertical and fiber infrastructure to major carriers. Concerns exist regarding the amount of maintenance and staffing costs

for an arrangement of this style, as well as the revenue share back to the Town at approximately 12% of gross revenue considering the amount of infrastructure the Town is funding.

To date, design deliverables are not complete nor is FDOT permitting. These elements add pressure to the continuity of work on the undergrounding project, the ability to minimize disruption the neighborhoods, and the ability to effectively negotiate a final agreement in a timely fashion. The decision of the Town, with consultation of Magellan Advisors, are that once design and permitting are complete and construction commences on the fiber optic and street light project components, , the Town would be in a better position to facilitate more favorable P3 partnerships and build-out options.

Town Fiber and Street Light Alternative Action Plan

1. Using the Waterleaf International, LLC, design and concepts as a basis, the Town will be directing Wilco to proceed with a backbone fiber-optic installation to include conduit installation matching budget capabilities and installation of fiber-optics to primary Town facilities. This includes Town Hall, Planning, Zoning & Building, Police Department, Fire Station 91, Fire Station 92, Public Works, and others to the extent that the budget allows. This installation intends to “light up” these facilities as the initial Town fiber-optic network implementation.
2. The Town will also be directing Wilco Electrical to complete the design-build elements of providing a “smart-capable” street light network within the referendum budget. This includes all street light system locations as outlined by the Town Commission and FDOT, like-for-like in the neighborhoods, and ensure the street light poles and appurtenances are “smart-capable” (installed with fiber backhaul and structurally sound for the addition of carrier antenna equipment and network gear, etc.)
3. Once these elements and their construction costs are known, the Town will proceed with Wilco to explore multi-purpose trail lighting options and solutions.
4. The Town can make direct outreach to representatives of the telecommunications carriers or hire an intermediary to engage carriers to use the new Town infrastructure to enhance current cell phone coverage across the island. The Town will need to prepare operating and maintenance budgets for the street light system and fiber maintenance; carriers will be responsible for their own equipment on, and associated with, the poles.
5. In addition, we anticipate that other smart city providers may want to explore leveraging the Town’s infrastructure. We will continue to evaluate opportunities during the construction phase and keep open the option to issue a new RFP for smart city and/or FTTH solutions as we advance the infrastructure installation and can provide a more known environment to potential partners.

Budget, Schedule, and Other Items of Interest

FPL Phase One and Two receipt of materials at site staging area continues.

The Town is in receipt of FPL’s Phase Three preliminary design. The project team anticipates receipt of the Binding Cost Estimate and final design documents within the next few weeks.

- CDM Smith - Overall Budget Monitoring
 - Continue utilizing Phase One and Two estimates from FPL, Frontier, and Comcast. In budget negotiations with Wilco Electrical, LLC the current submitted costs for remaining phases are favorable.

- Street Lighting Budget for GMD - Town staff and now Wilco will continue development of GMD lighting per the FDOT Justification Study and additional locations identified by the Commission.
- CDM Smith - Schedule
 - The Town expects adjustments to the Master Schedule once all related agreements are finalized and funding options are established.

Next Steps

Finalize remaining pole, fiber, and future antennae wind load designs.

Finalize Work Assignments for Wilco to begin work in Neighborhoods Phases One and Two.

The Personal Wireless Facilities Town Code update was formally adopted via Ordinance 2019-10, at the November 4, 2019 Regular Meeting, amending Town Code requirements as it relates to heights, pole design, and aesthetic standards to facilitate Town-wide technology deployment.

The elements of the Code changes will be utilized as staff begins implementing fiber-optic backbone and street light alternative action plan

Staff Recommendation

None, informational only.

Attachments

PowerPoint Presentation available from Town Clerk's Office

End of Agenda Item